

NATIONAL CAPITAL PLANNING COMMISSION
Washington 25, D.C.

POLICIES AND PROCEDURES FOR CONSULTATION BY FEDERAL AGENCIES WITH THE
NATIONAL CAPITAL PLANNING COMMISSION WITH RESPECT TO FEDERAL DEVELOP-
MENT AND PROJECTS AND PUBLIC WORKS PROGRAMS WITHIN THE NATIONAL
CAPITAL REGION:

1. Authority:

These policies and procedures are issued by the National Capital Planning Commission pursuant to and in furtherance of:

- a. Sections 5 and 7 of the National Capital Planning Act of 1952 (66 Stat 781, 40 U.S.C. 71); and
- b. Sections 3 and 85 of the Bureau of the Budget Circular No. A-11.

Copies of these documents are attached for your convenience.

2. Applicability:

a. These regulations are applicable to all Federal agency projects except those indicated in Section 5(b) of the National Capital Planning Act of 1952, namely:

(1) Projects within the Capitol grounds.

(2) Structures erected by the Department of Defense during wartime or national emergency within existing military, naval or air base reservations except that the agency involved shall consult with the Commission.

b. All projects considered applicable by paragraph 2.a. above and within the geographic limits of the National Capital Area shall be reviewed by this Commission.

c. All projects other than those in the following categories shall be submitted to the National Capital Planning Commission:

(1) Normal maintenance of buildings, interior modifications, structural alterations not involving a significant change in appearance of the structures, increasing in the number of employees, the original ground coverage of the structure, or major change of use.

(2) Normal maintenance of streets and utilities such as re-paving and re-building within existing curb lines.

(3) Minor park structures and site developments within areas for which preliminary development plans have been reviewed and recommended.

Due to the multiplicity of kinds and types of projects planned and developed by Federal agencies, there may be some doubt as to which ones need not be submitted. In such cases, the Commission's staff will clarify any questions.

3. Definitions:

a. National Capital Area, National Capital Region and National Capital and its environs are used interchangeably and include Montgomery and Prince Georges Counties in Maryland and Arlington, Fairfax, Loudoun and Prince William Counties in Virginia and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

b. National Capital means the District of Columbia and territory owned by the United States within the environs.

4. Required Submissions:

a. What: - Proposed Federal capital improvements.

b. Stages:

(1) Prior to general site location and land acquisition.

(2) Upon the availability of preliminary development plans.

(3) Upon the completion of final plans. "Because such final plans and designs are in most cases a part of the construction funds as requested in the budget, projects receiving general or preliminary approval should be reviewed by the Commission's staff in the final plan or construction drawing stage for conformance to preliminary plans.

c. When:

(1) Capital improvements in the final stage, construction or land acquisition for the following year's budget shall be submitted by July 15 of the applicable year.

(2) Items in the first two stages may be submitted at any time for Commission action.

Upon receipt of a capital improvement budget, those items of minor significance of those having previous recommendation by the Commission in general or preliminary forms will be removed as not requiring further action by the Commission. The remaining items, either in general or preliminary form will be reviewed by the Commission for

5. Detail of Submission:

a. General site location and land acquisition:

- (1) Maps indicating location or locations under consideration
- (2) Criteria of installation including site size, number of employees, utilities requirements, location requirements, inter and intra agency relationships and transportation requirements.
- (3) Any other pertinent information to support the request.

b. Preliminary development plans:

- (1) Site plans.
- (2) Building plans.
- (3) Information concerning impact of agency on environs.

c. Final plans:

- (1) Site plans.
- (2) Building plans.
- (3) Information concerning impact of agency on environs.

6. Review of Advance Public Works Programs:

Since all Federal agencies submit Advance Public Works Programs to the Bureau of the Budget, this Commission will use these submissions rather than require duplicate copies. The Commission may request additional information pertaining to any projects listed in order to insure compliance with provisions of its authority.

May 6, 1968

PBS P 3410.1B

PART 3. PARTICIPATION BY GSA AND OTHERS

5. General Services Administration. GSA was established in 1949 to provide the Federal Government with more efficient and economical management of property and records. Headed by the Administrator of General Services, the agency functions through a Central Office in Washington, D.C., and through regional offices located in 10 cities throughout the United States, each headed by a Regional Administrator. Overall agency direction is provided by the Administrator, with the Central Office primarily engaged in the planning and coordination of programs on a nationwide basis and the regional offices engaged in the carrying out of program objectives.

6. Public Buildings Service. PBS is one of the five constituent services of GSA. Its responsibilities include planning to meet Federal agency space requirements; assignment of space; acquisition of buildings through lease or purchase; acquisition of building sites; construction of new buildings; remodeling and extending existing buildings; and operation, protection and maintenance of Federal buildings. The Commissioner, Public Buildings Service, is responsible for the overall direction of the PBS program. The Central Office staff is responsible for planning and coordinating activities on a nationwide basis. The program is carried out in the regional offices under the direction of the Regional Directors, PBS.

7. Design and construction elements. Design and construction is one of the major functional activities under PBS. Design and construction activities include predesign surveys and A-E studies, design, new construction or alteration of public buildings, and special purpose buildings as requested by other Federal agencies. In the Central Office, the Assistant Commissioner for Design and Construction is responsible for planning and coordinating these activities on a nationwide basis. The Chiefs of the Design and Construction Division in the regional offices are responsible for carrying out the design and construction program through the use of GSA personnel resources and by means of professional services and construction contracts.

8. Other PBS elements. The other two major functional activities of PBS are space management and buildings management. These activities are organized and operate, both at the Central Office and regional office levels, in a manner comparable to that of the design and construction activity. Space management concerns site acquisition, preparation of space planning directives and assignment of space in public buildings projects. The contracting officer may arrange for A-Es to confer with space management personnel in resolving space allocation, partition location and other similar problems. Buildings management activity relates to the operation, maintenance, and protection of Federal buildings.

The contracting officer may also arrange for A-Es to confer with buildings management personnel about food service requirements, vending areas, and related problems. Both of these activities review design submissions prepared by A-Es. Such reviews and the resultant comments are coordinated by the contracting officer. All communications between A-Es and these elements of PBS will be conducted by the contracting officer.

9. Other Federal agencies. Many Federal agencies occupy and utilize space in buildings designed and constructed under the administration of GSA. In all instances these agencies participate in the predesign planning and criteria development for projects. In the case of special purpose buildings (see subpar. 2g), the agencies concerned are responsible for the preparation of supplemental design criteria, as may be required to augment published GSA design criteria. Federal agencies are frequently afforded an opportunity to review designs, working drawings, and project specifications for public buildings projects and the particular agency concerned is always afforded such an opportunity regarding special purpose buildings. All agency comments will be coordinated by GSA prior to forwarding to A-Es. When appropriate, the contracting officer may arrange for A-Es to confer with representatives of other agencies in clarifying supplemental design criteria but all communication between A-Es and other Federal agencies will be conducted through the GSA contracting officer.

10. Advisory panels. Advisory panels on architectural services have been appointed by the Administrator of General Services and by each of the GSA Regional Administrators for consultation and advice on proposed designs of new construction projects. The panels comprise outstanding members of the architectural and engineering professions engaged in private practice throughout the United States who are appointed for one year. Generally the assistance of panel members will be sought in reviewing the design concepts and the tentative drawings of proposed new buildings, extensions to existing buildings, or where there are special design problems. Contract architect-engineers are required to participate in the presentation of proposed designs to the panels. The advisory panel to the Administrator of General Services also furnishes advice on GSA design standards and procedures, criteria for selection of architects and administration of professional services contracts.

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11. National Capital Planning Commission. The Commission is established by Federal statute (40 U.S.C. 71a-1) as the central agency for the Federal Government and District of Columbia Government in planning for the appropriate and orderly development and redevelopment of the National Capital and the conservation of the important natural and historical features thereof. GSA is required to obtain the approval of the Commission for the design of all proposed Federal buildings in the National Capital area. Designs are usually presented to the Commission at the design concept and tentative drawings stages. A-Es are required to assist GSA in these presentations.

12. Commission of Fine Arts. The Commission was created by Congress (40 U.S.C. 104) and is composed of seven well-qualified judges of the fine arts, appointed by the President of the United States. GSA is required to consult with and seek the advice of the Commission for the design of all proposed Federal buildings in the National Capital area. Designs are usually submitted to the Commission at the design concept and tentative drawings stages. A-Es are required to assist GSA during the presentation. GSA consults with and seeks the advice of the Commission in evaluating the qualifications of proposed artists for the execution of fine arts work in Federal buildings on a nationwide basis.

13. Other review groups. The General Services Administration seeks to maintain harmonious relations with local authorities where Federal buildings are to be constructed. Further, it is desired that these buildings be designed to fit into the local environment in such a manner that the completion of the building will result in a source of civic pride among the local people. Where local authorities have established commissions or other groups for the purpose of reviewing proposed building designs, GSA may elect to make courtesy presentations before such groups. A-Es are required to assist GSA during such presentations. Presentations of this type will not be made by A-Es without the specific authorization of the GSA contracting officer.